



PACIFIC COAST UNIVERSITY  
FOR WORKPLACE HEALTH SCIENCES

## Student Code of Conduct – Policy 192

### *Policy Statement*

Students are members of the University for the period of their registration in an academic program and are subject to the disciplinary authority of the University during that time. The purpose of the University includes teaching, research and service to the academic and broader community. All members of the University community are required to behave in a safe and respectful manner to foster a safe environment for students, faculty, and staff.

Students are adults who are free to conduct their lives. They are subject to the law and to University regulations that are necessary to protect the functioning and safety of the operations and facilities of the University. These regulations include:

- protection of the proper functioning of the University, its programs and facilities;
- safe enjoyment of the facilities of the University by members of the University and the public;
- protection of the safe operations of the University in its functions; and
- protection of the property of the University.

The University may also define additional standards in professional programs which such standards are appropriate.

Conduct covered by this policy is conduct which:

- occurs on the premises of the University; and
- occurs using equipment, facilities or services of the University, or used in partnership with other institutions for the purpose of learning and students of PCU-WHS.

This policy does not cover matters outlined in other policies of the University, such as the policy covering student academic misconduct.

### Offences

#### Offences Against Persons

1. No student shall assault another person sexually or threaten any person with sexual assault or commit an act of sexual harassment toward another person.
2. No student shall otherwise assault another person, threaten any person with bodily assault or cause a person to fear bodily harm.
3. No student shall create a situation that unnecessarily endangers the health or safety of another person.
4. No student shall engage in discriminatory or harassing behaviour on grounds that are contrary to provincial or federal human rights legislation.
5. No student shall threaten any other person with damage to such person's property.

#### Offences Against Property

1. No student shall damage, destroy, misuse, or deface the property of the University.
2. No student will take University property without authorization.

#### Disruption

No student shall threaten or disrupt or adversely affect any activity organized by the University.

#### Unauthorized Use of University Facilities, Equipment or Services

1. No student shall use any facilities, equipment or service of the University to which the student does not have legitimate access or authorization.



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2. No student shall use any University computing equipment, facility, network or system of the University for any disruptive or unauthorized purpose or in a manner that violates any policies or regulations of the University. Please consult the Guide to Responsible Computing for further information.

#### Alcohol and Drug Use

1. No student will violate the liquor laws of the Province of British Columbia.
2. No student shall use or sell a drug which is restricted by the Narcotics Control Act.

#### False Information and Identification

1. No student shall knowingly provide false information to anyone acting on behalf of the University.
2. No student shall forge, alter or misuse any document, record or instrument of identification.
3. No student shall knowingly provide false information regarding her or his academic standing at the University.

#### Criminal Code

No student shall violate any provision of the Criminal Code or any other federal, provincial or municipal statute on the premises of the University or in the course of the University's programs or services.

#### *Related Policies*

Academic Complaints and Appeals, Other Rules and Regulations of the University Regarding Behaviour.

#### *Definitions*

The premises of the University include the lands, buildings and grounds of the University or other places or facilities used for the provision of University programs, or services, or for University approved events and activities.

Students refer to persons engaged in academic work, placements or practica for credit or evaluation of performance by the University or through the permission of another University. Students further refer to those registered, enrolled in or attending any course of study, or in any activity that entitles them to the use of University resources or facilities.

Pacific Coast University for Workplace Health Sciences refers to the University and includes other institutions affiliated with it, where the affiliated University is partnered with the University for learning purposes.

Nothing in this policy shall be construed as inhibiting freedom of speech.

#### *Procedures:*

##### Steps in the Investigation Process for Violations of the Student Code of Conduct

1. Any person may make a complaint under the Code of Conduct against any student for misconduct. A complaint must be addressed to the Registrar in writing and shall contain:
  - the basis for the allegation;
  - relevant supporting documents, evidence and details; and
  - names of witnesses, if any.
2. Where possible and appropriate, informal measures shall be used to resolve issues of individual behaviour.
3. Upon receipt of a complaint, the Registrar or designate shall determine whether or not the



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allegation has been properly brought under the Code of Conduct and whether the material supports a prima facie case that an offence has been committed. The Registrar or designate may request more information from the person(s) making the complaint before any further actions are taken.

4. Normally, the Registrar or designate will schedule a meeting with the student and present the evidence and allegation in writing, with the evidence, the possible penalties, and advise the student of the right to appeal. Given the online nature of the University, this will be an online meeting. Students may request and will be granted the right to have the presence of a third party, such as a peer, attend the meeting.
5. If it is determined that no misconduct has occurred, the case will be dismissed.
6. If considered necessary, an investigation will be conducted by the Registrar or designate, with meetings with the student against whom the complaint was made, the person(s) who filed the complaint and with witnesses, if any.
7. If it is determined that a violation of the Code of Conduct has occurred, the Registrar or designate shall convene a further meeting to discuss the findings of the investigation and advise the student of the proposed resolution of the violation and misconduct.
8. Where there are criminal or civil proceedings against the student for conduct related to the complaint, the Registrar or designate may defer investigation of the complaint as appropriate (including an interim suspension) until the conclusion of all or part of such proceedings.
9. Following the investigation, the Registrar or designate will either:
  - I. Reach an informal and mutually agreed upon resolution of the complaint; or
  - II. Refer the matter to a Disciplinary Committee Chaired by the Vice President Administration, which will be composed of two members of the University plus the Chair as voting members. The members of the Disciplinary Committee will not have been involved in the investigation prior to the meeting on this matter.
10. If an informal resolution of the complaint is achieved, the disposition of the complaint will be final.
11. The recommendation of the Disciplinary Committee for the disposition of the complaint will also be final.
12. Notwithstanding other procedures in this policy, if the Registrar or designate determines at any time that the case is serious enough to warrant suspension or expulsion from the University, this course of action will be recommended to the President. The case will be referred in this case directly to the Disciplinary Committee.

Approved by: Board of Governors, December 17, 2015  
Responsibility: Registrar

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